

ALCOHOLIC BEVERAGE LICENSE RENEWAL CHECKLIST

Please use this check list to make sure your application is complete.

Please call the office at (240) 777-1999 if you have any questions.

Check when completed	ITEM
	Have all questions on pages 1, 2, & 3 been answered? If a question on page 2 does not apply to the business, mark it N/A for "not applicable".
	Has question 14 at the top of page 3 been read and answered?
	If this is a corporate application, has the president or vice-president of the corporation signed the application twice in front of a notary public on page 3?
	Has either page 4 or 5 regarding the lease been completed? Please only complete ONE of them, as the instructions indicate.
	If there is a corporation or a limited liability company (LLC), has either page 6 or 7 been completed?
	If this is a Class B or B-K license, has page 8 regarding ratios been completed?
	Has page 9, the State tax affidavit, been completed?
	Pages 3, 4, 8 & 9 require that signatures be notarized. Are all signatures complete and properly notarized? The notary must witness the person signing the document.
	Has the renewal application fee of \$100 been attached/enclosed? Is the check made out correctly? MasterCard, VISA, Discover, & American Express cards will be accepted in person from the cardholder only.
	Have the fingerprint cards and 2x2 photo for the manager of the facility been enclosed (if that person has not previously submitted these items)? If so, an additional \$63.25 must be enclosed for fingerprint processing.
	Is the license holder up-to-date with all Maryland state retail sales, withholding and amusement taxes? If not or if there is question, contact the Maryland State Comptroller - Compliance Division at 1-410-767-1630. A renewal license cannot be issued unless all outstanding taxes are paid.
	Have all outstanding fines due to the Board of License Commissioners been paid? A renewal license cannot be issued unless all outstanding fines are paid.
	If there are any changes to be made on the license (names of licensees, address changes, etc.), has the Licensing Office been called at 240-777-1999 to find out what additional documentation is needed? Have all required documents been provided?